

**STATE OF GEORGIA**  
**RECORDS RETENTION SCHEDULE APPLICATION**

Sheet: 1 of  
**Schedule #: 2000-0010**  
**Effective Date: 02/22/2000**

(Agency use)

(Archives use)

**Date:** February 4, 2000

**Date Received:** February 10, 2000

**Control No.:** N/A

**Agency Code:** 0467

**Control No.:** 990728-03

**Applicant:** Ga. Department of Corrections

**Address:** East Tower, #2 Martin Luther King Jr. Dr., S.E.

**Phone:** (404) 651-9905

**FAX:** (404) 463-6286

**Creating**

**Office:** Facilities Division Administration

**Address:** East Tower, #2 Martin Luther King Jr. Dr., S.E.

**Phone:** (404) 656-2809

**Administrator:** James Doctor, Division Director

**Phone:** (404) 656-2809

**Application**

**Type:** New

**Class:** Individual

**Series Title:** General Daily Activity Log Books

**Dates of Series:** January 1, 1975 and on-going

**Access:** Confidential State Secret, O.C.G.A. § 42-5-36 (c) (tab 2). GDC Rules and Regulations 124-1-1-.09. Records Amended.

**Function**

**Documented:**

State Prisons and Probation/ Detention, Diversion and Transitional Centers provide for the incarceration, rehabilitation, education, health, and medical care of those persons placed in their jurisdiction by courts of law. These prisons and centers maintain daily accounts of inmate and staff activity by way of official entries made in log books. These entries in the books and the entire book represent documentation of daily activity and accountability of inmates and detainees as well as staff. The GDC provides facilities for the specific incarceration of inmates sentenced to death by courts of law in the State of Georgia. These facilities maintain daily accounts of inmate activity by official entries made in individual log books assigned to each inmate housed in the "Under Death Sentence Unit of the facility. In the event of an execution of an inmate, entries are made in a log book indicating activities of the inmate on "Death Watch". GDCs Standard Operating Procedures IIA07-0007, IIB01-0013, IIA07-0006, IIB02-0004, IIB09-0001.

**Consists of:**

Official entries detailing activities of inmates and staff in all areas of the facilities on each Correctional post assignment throughout the institution or center, eg. Control Room, inmate housing areas, I.D. Room, Isolation/Segregation unit, medical section, disciplinary activities, Under Death Sentence Unit and Death Watch.

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**RECORDS RETENTION SCHEDULE APPLICATION**

Sheet: 2 of  
Schedule #: 2000-0010  
Effective Date: 02/22/2000

Media: 8 1/2 X 11 Bound books

Arrangement: Chronologically by year by post assignment

Indexed by: Card indexed

**Retention  
Requirement:**

State Law or Regulation: Two (2) years (see O.C.G.A. § 9-3-33)  
Federal Law or Regulation:  
Audit Period:  
Administrative Need: Four (4) years

Cut Off Event: Annually

Total  
Retention: Four (4) years

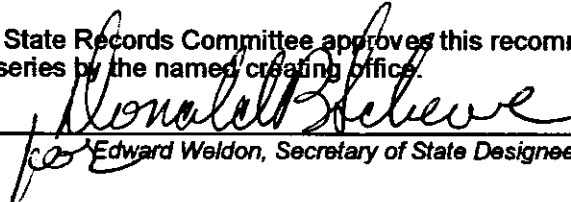
The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by:  2/28/2000  
Jim Wetherington, Commissioner Date

Concur:  \_\_\_\_\_  
James Doctor, Division Director, Facilities Division Date

Submitted by:  2/24/2000  
Dorothy Farmer, Records Management Officer Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed:  9/18/00  
Edward Weldon, Secretary of State Designee Date

**STATE OF GEORGIA**  
**STORAGE REFERENCE AND DISPOSITION PLAN**  
**RESOURCE IMPACT PROJECTION**

*Sheet: 1 of*  
**Authorizing Schedule #: 2000-0010**

*(Agency Use)*

*(Archives Use)*

**Date:** February 2, 2000

**Date Received:** February 10, 2000

**Control No.:** N/A

**Agency Code:** 0467

**Control No.:** 990728-03

**Series Title:** General Daily Activity Log Books

**Current Accumulation:** Fourteen thousand, five hundred twenty-nine (14,529) volumes

**Annual Accumulation:** Eighteen hundred (1800) volumes

**Reference Activity:** Thirty (30) per year (for files 12 to 24 months old)

**Series Inventory:** Log books are arranged chronologically by year, by post assignment


**Storage Containers:** 15" x 11 7/8" x 9 5/8" boxes

**Special Storage Conditions:** Confidential State Secrets (O.C.G.A. § 42-5-36 (c))

**Proposed Disposition Instructions**

**Cutoff:** End of calendar of year;  
**Maintain in office for:** One (1) year;  
**Transfer to:** Local holding area;  
**Hold:** Three (3) years;  
**Then:** Destroy.

*The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.*

**Signed:**  \_\_\_\_\_  
James Doctor, Division Director, Facilities Division Date

**Submitted by:**  \_\_\_\_\_ 2/24/2000  
Dorothy Farmer, Records Management Officer Date

*The Office of Secretary of State, Department of Archives and History agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity or required storage conditions may require renegotiation of the agreement.*

**Accepted by:**  \_\_\_\_\_ 9/18/00  
Edward Weldon, Secretary of State Designee Date